

**Housing Finance Authority of Leon County
February 14, 2019
Meeting Minutes**

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Mr. Andrew Gay, Treasurer
Dr. Jeffrey Sharkey, Secretary
Ms. Gail Milon
Mr. Mike Rogers
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Mr. Shington Lamy
Mr. Matthew Wyman
Ms. Mitzi McGhin

COUNTY ATTORNEY: Mr. Dan Rigo
Ms. Emily Pepin

GUESTS PRESENT: None

Call to Order by Treasurer Gay

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:04 P.M

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Treasurer Gay, Mr. Rogers, and Mr. Stucks. Secretary Sharkey and Ms. Milon arrived after the Roll Call. Vice-Chair George notified staff within the required time period that she would not be attending the meeting and was excused.

Agenda Item #2: Approval of the February 14, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the February 14, 2019 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #3: Approval of the January 10, 2019 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the January 10, 2019 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #4: Public Comment

There was no public comment.

Action Taken: No action taken

Agenda Items #5A-5D Financial Reports, Budget, Expenditure Approvals & Audit

Treasurer Gay presented the Financial Reports, including the January 31 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A Mr. Stucks motioned to accept the December 31, 2018 Financial Statement, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Action Taken: 5B Mr. Stucks motioned to accept the January 31 Income & Expense Report, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Action Taken: 5C Mr. Stucks motioned to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Mr. Hendrickson reported that the audit was complete, and that it had been delivered to the County.

Action Taken: 5D Mr. Stucks requested that the Management Letter be included in the March Board Packet.

Agenda Item #6A: Land Parcel Request from County

Mr. Hendrickson provided the background on the current status of implementation of a process to handle the disposition of properties designated by the County for affordable housing/involving the HFA. He stated that this included both the sale of properties to buyers who would not be building affordable housing (proceeds of sale used for affordable housing programs) and partnerships with non-profits and others wherein the buyer would be building affordable housing.

A discussion followed where various points were raised, including:

- There currently is no policy/process on how proposals from buyers such as Habitat for Humanity or other non-profits would be evaluated to determine whether to enter into a partnership and determine a sales price or if the property should be donated
- The current request for Habitat related to one property on the list would be a learning experience, and could help guide the creations of a more formal policy
- The County was not legally bound to inform non-profits of the list or process (already accomplished when the issue was before the BOCC), but it would be in the public interest to do so
- A process would create a fair situation, minimize the opportunity for criticism of decisions, and would withstand public scrutiny

Action Taken: Secretary Sharkey motioned to approve participation by the HFA with the County in the negotiations with Habitat for Humanity regarding the conveyance of 1340 Connecticut Street, and was 2nd by Ms. Milon. Motion passed 5-1, with Mr. Stucks opposed.

Chairman Lewis asked Mr. Rogers to represent the HFA in the negotiations. Mr. Mustian suggested that a more formal delegation would be preferable.

Secretary Sharkey motioned to appoint Mr. Rogers and the HFA's representative in the negotiations with Habitat for Humanity, and to grant Mr. Rogers the authority to make final decisions on the disposition of the property, including price and expenditure of funds, and was 2nd by Treasurer Gay. Motion passed 5-1, with Mr. Stucks opposed.

The Board directed staff to bring a formal policy back to the Board for consideration.

Agenda Item #6B

Community Land Trust Update

Mr. Lamy updated the Board on the selection process by the City and County to designate a Community Land Trust. He stated that three proposals had been received, and that the Evaluation Committee would be meeting February 22.

Action Taken: No Action Required.

Agenda Item #7A:

Emergency Repair Program

Mr. Hendrickson updated the Board on the program.

Action Taken: No Action Required.

Agenda Item #7B

Real Estate

Ms. McGhin reported that the Dykes Road property closed in January, with a sales price of \$25,000 and net payment to the HFA of \$24,200 (sales price less cost of appraisal). Mr. Hendrickson noted that the check from the sale was not received until February, and the proceeds would be part of the February 28 Financial Report.

Ms. McGhin presented the initial list of fifteen properties that would be offered for sale through Ketcham Realty. She noted that the list contained both the market value determined by the Leon County Property Appraiser and Broker Opinion of Value from Ketcham Realty. A discussion followed, wherein HFA Board members noted that the broker value was below the LCPA value in every case, often by significant amounts. The Board expressed concern that offering properties at these properties required an explanation from the Broker prior to approval of the offering.

Action Taken: Chairman Lewis designated Mr. Rogers as Chairman of a newly created Real Estate Committee, and asked the Committee to meet with Ms. Ketcham to receive an explanation as to how the Broker Opinion of Value numbers were derived. Mr. Rogers set a tentative meeting date for the Real Estate Committee for Noon, Friday, February 22, subject to availability of

Ms. Ketcham. Chairman Lewis invited all Board members to participate as members of the Real Estate Committee.

Agenda Item #7C Legal Update

Mr. Mustian had no update.

Action Taken: No Action Required.

Agenda Item #7D To-Do List

Mr. Hendrickson reported that the to-do list was in the Board Packet. .

Action Taken: No Action Required

Agenda Item #7E: State Legislative Update

Mr. Hendrickson updated the Board on the upcoming 2019 Legislative Session, noting that Governor DeSantis had recommended full funding for housing.

Action Taken: No action taken.

Agenda Item #8A: New Business: Land Disposition Policy

Mr. Stucks requested that the proposed Land Disposition Policy be brought to the March HFA meeting for Board consideration.

Action Taken: Mr. Lewis instructed staff to bring the proposed policy to the March meeting.

Agenda Item # 8B: 2019 HFA Travel Approvals

Mr. Hendrickson stated that the HFA needed to authorize any travel by Board members to conferences in 2019.

Action Taken: Mr. Stucks motioned that the Board authorize travel by one Board member to the 2019 NALHFA Conference and authorize travel by all Board members to the 2019 FLALHFA Conference and was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item # 9: Adjournment

On a motion by Mr. Stucks, 2nd by Ms. Milon, the Board voted unanimously to adjourn the meeting at 1:12 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: FEBRUARY 14, 2019

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	1-15-19 to 2-14-19	\$ 3,583.33
1060	The Hendrickson Company	Administrator	2/14/2019	\$ 3,583.33
	The Hendrickson Company	Copying		
	The Hendrickson Company	Copying		
	Nabors Giblin & Nickerson	Legal	1-10-19 to 1-31-19	\$ 287.50
1061	Nabors Giblin & Nickerson	Legal	2/14/2019	\$ 287.50
	The Nichols Group	Audit		\$ 10,000.00
1062	The Nichols Group	Audit	2/14/2019	\$ 10,000.00
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	1/9/2019	\$ 131.69
	Office Depot	Copying	2/10/2019	\$ 63.50
	Office Depot	Supplies- Dividers	2/10/2019	\$ 83.31